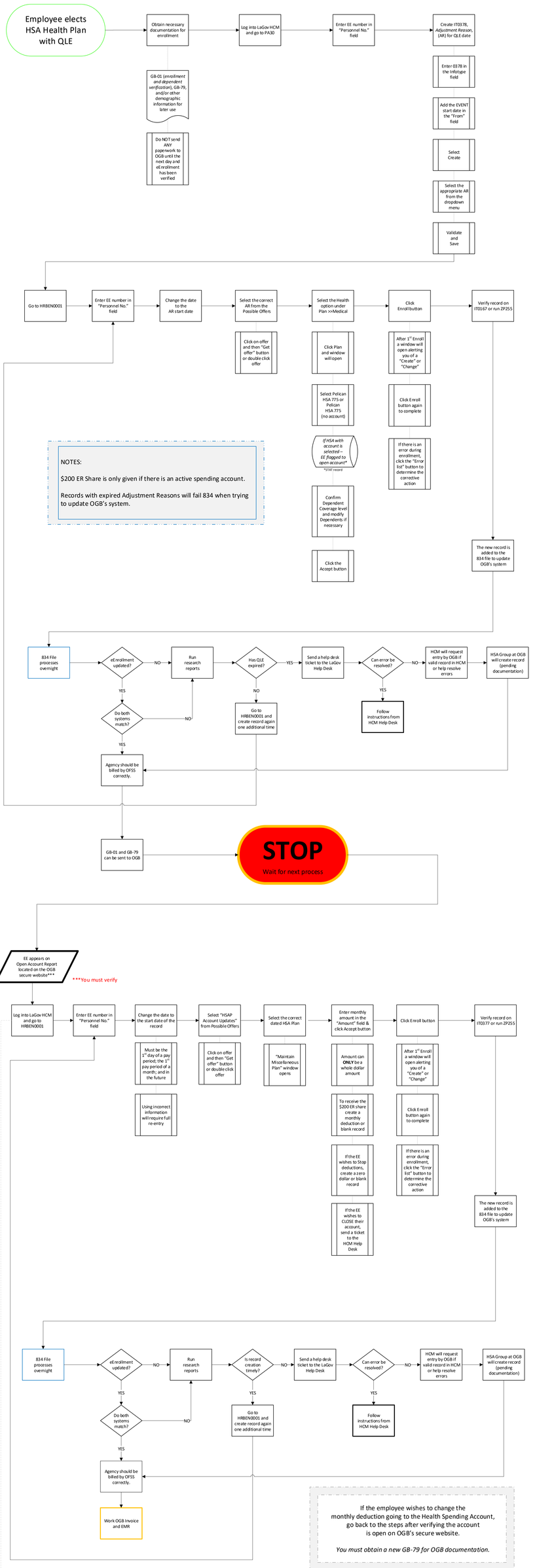
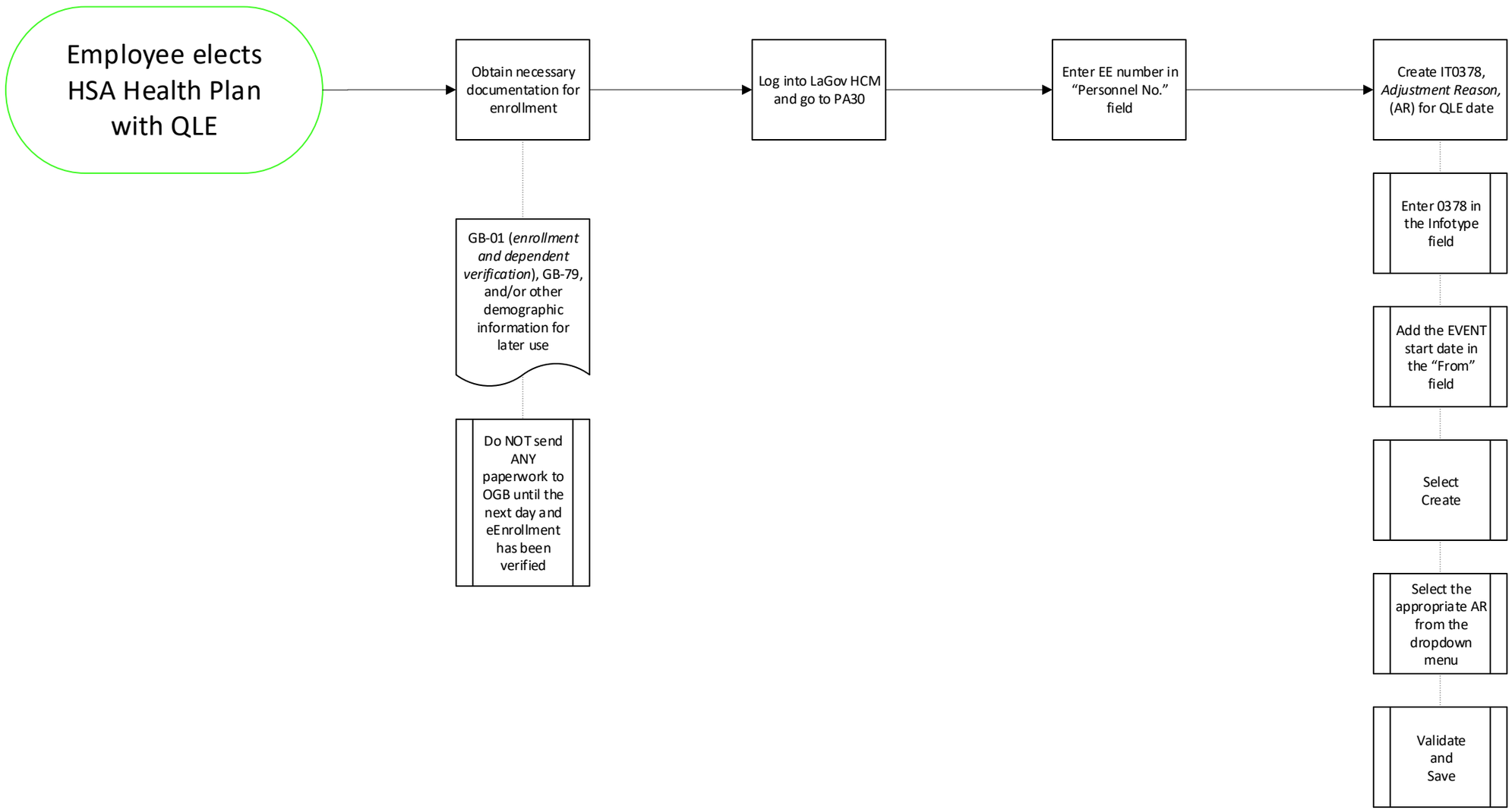
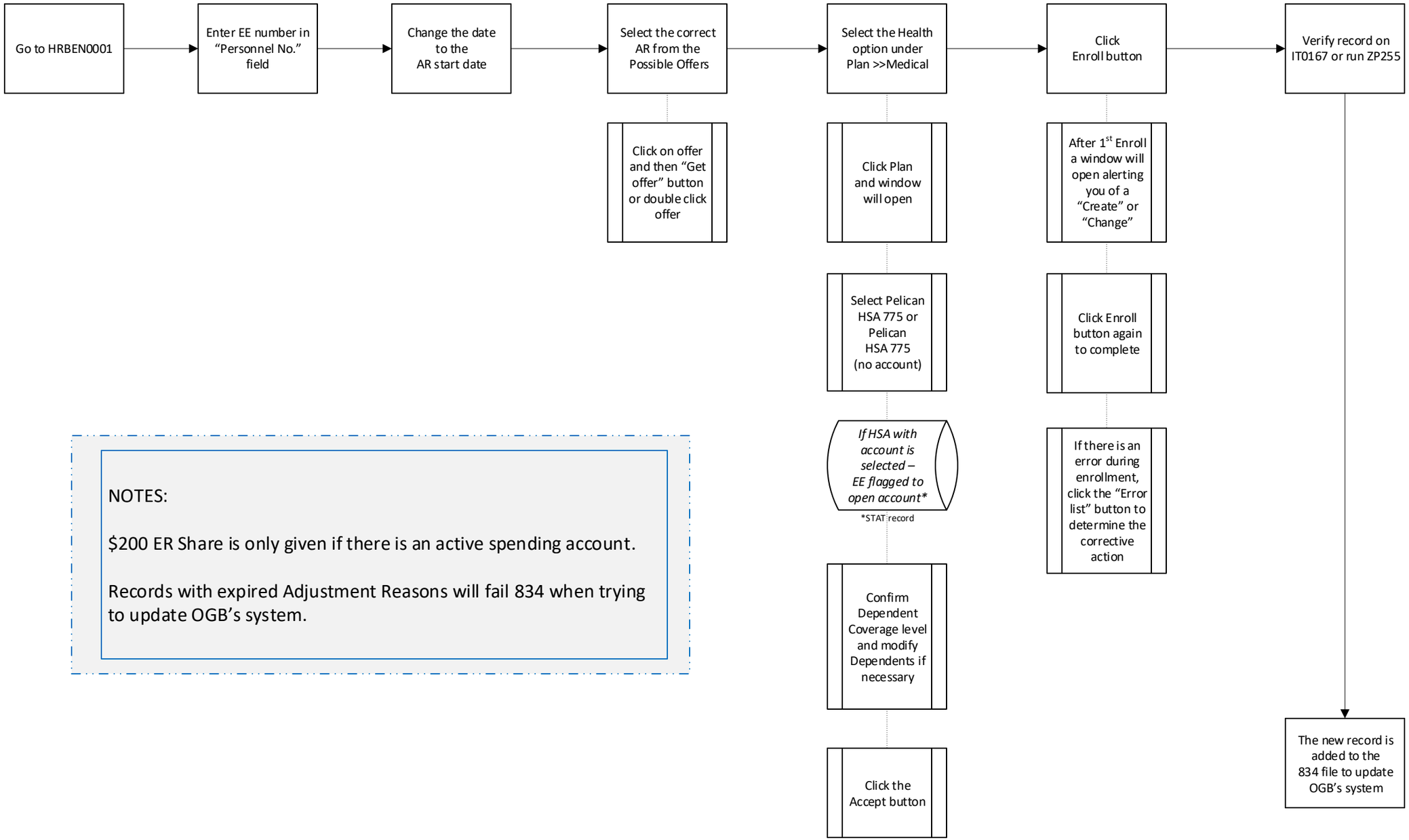
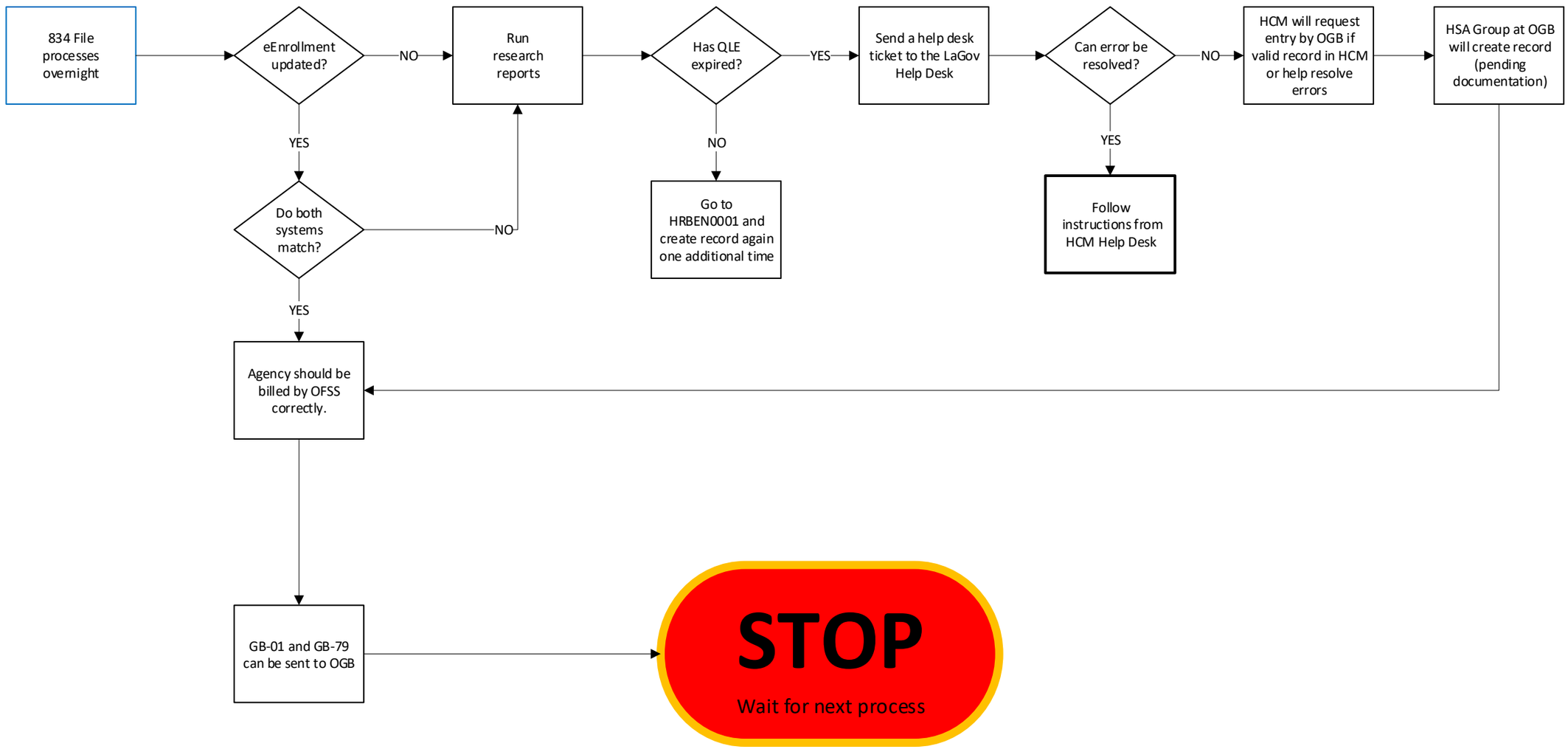
HSA Data Entry in LaGov HCM

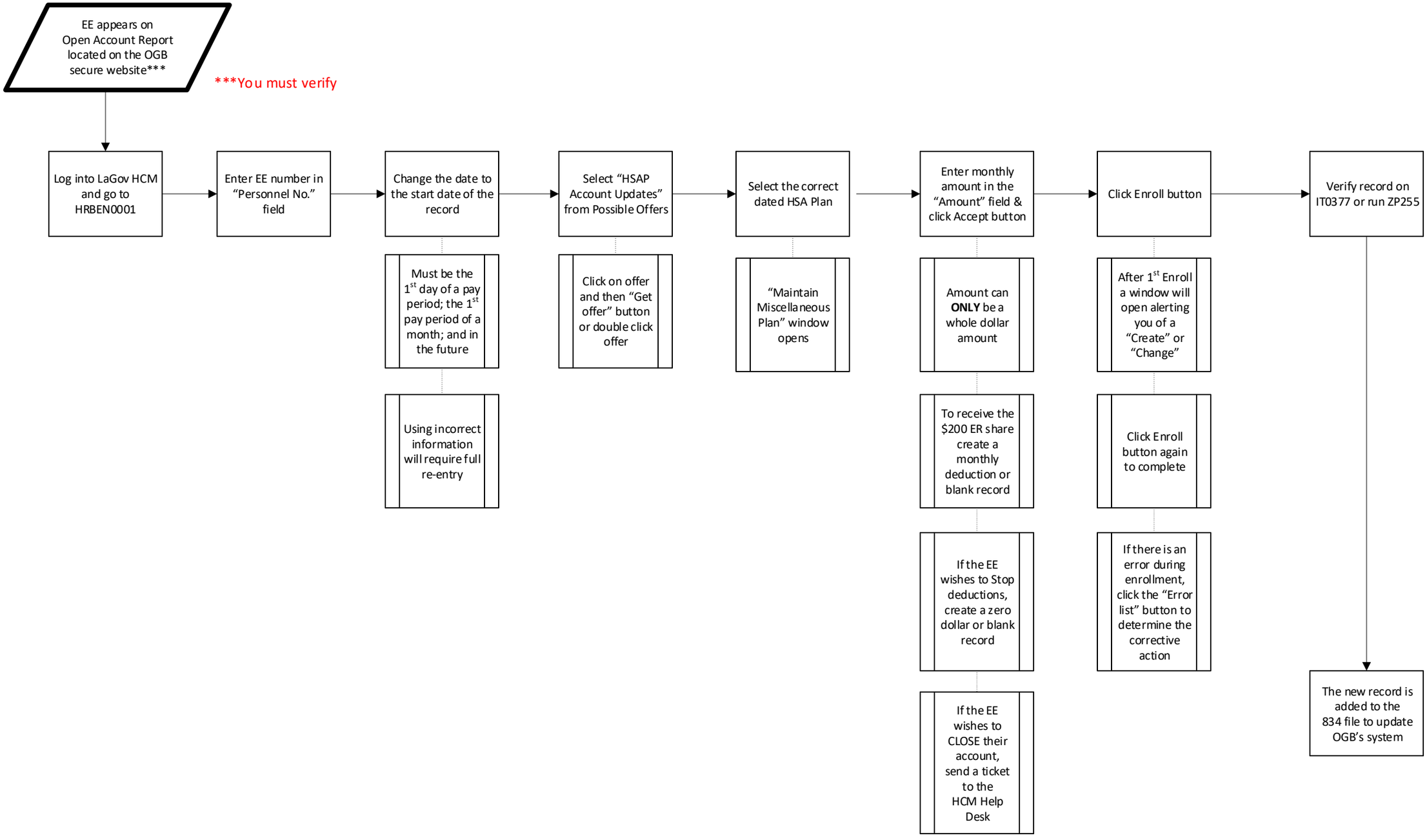


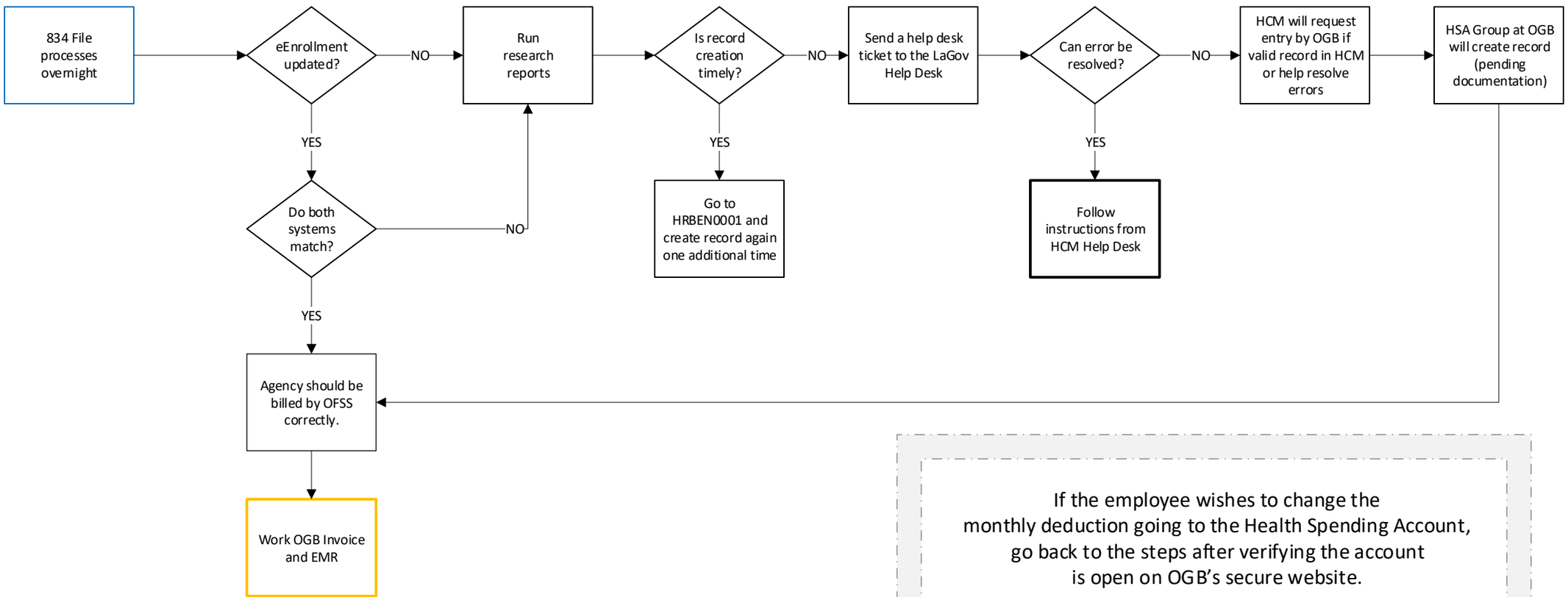
HSA Data Entry in LaGov HCM




Go to HRBEN0001
Enter EE number in "Personnel No." field
Change the date to the AR start date
Select the correct AR from the Possible Offers
Click on offer and then "Get offer" button or double click offer
Select the Health option under Plan >>Medical
Click Plan and window will open
Select Pelican HSA 775 or Pelican HSA 775 (no account)
If HSA with account is selected – EE flagged to open account*
*STAT record
Confirm Dependent Coverage level and modify Dependents if necessary
Click the Accept button
Click Enroll button
After 1st Enroll a window will open alerting you of a "Create" or "Change"
Click Enroll button again to complete
If there is an error during enrollment, click the "Error list" button to determine the corrective action
Verify record on IT0167 or run ZP255
The new record is added to the 834 file to update OGB's system
NOTES:
$200 ER Share is only given if there is an active spending account.
Records with expired Adjustment Reasons will fail 834 when trying to update OGB's system.


834 File processes overnight
eEnrollment updated?
NO
Run research reports
Has QLE expired?
YES
Send a help desk ticket to the LaGov Help Desk
Can error be resolved?
NO
HCM will request entry by OGB if valid record in HCM or help resolve errors
HSA Group at OGB will create record (pending documentation)
YES
Do both systems match?
NO
YES
NO
Go to HRBEN0001 and create record again one additional time
YES
Follow instructions from HCM Help Desk
Agency should be billed by OFSS correctly.
GB-01 and GB-79 can be sent to OGB
STOP
Wait for next process


EE appears on Open Account Report located on the OGB secure website***
***You must verify
Log into LaGov HCM and go to HRBEN0001
Enter EE number in "Personnel No." field
Change the date to the start date of the record
Must be the 1st day of a pay period; the 1st pay period of a month; and in the future
Using incorrect information will require full re-entry
Select "HSAP Account Updates" from Possible Offers
Click on offer and then "Get offer" button or double click offer
Select the correct dated HSA Plan
"Maintain Miscellaneous Plan" window opens
Enter monthly amount in the "Amount" field & click Accept button
Amount can ONLY be a whole dollar amount
To receive the $200 ER share create a monthly deduction or blank record
If the EE wishes to Stop deductions, create a zero dollar or blank record
If the EE wishes to CLOSE their account, send a ticket to the HCM Help Desk
Click Enroll button
After 1st Enroll a window will open alerting you of a "Create" or "Change"
Click Enroll button again to complete
If there is an error during enrollment, click the "Error list" button to determine the corrective action
Verify record on IT0377 or run ZP255
The new record is added to the 834 file to update OGB's system



If the employee wishes to change the monthly deduction going to the Health Spending Account, go back to the steps after verifying the account is open on OGB's secure website.

You must obtain a new GB-79 for OGB documentation.